

OGC 73-1336

18 July 1973

MEMORANDUM FOR: Acting Chairman,
Interagency Classification Review Committee

SUBJECT : Inspection Program

This is in response to your memorandum of 10 July 1973 to the Chairman of Departmental Committees, subject as above.

The Inspection Program of this Agency is essentially run on a spot check basis and consists of three separate elements:

a. Current classification practices of operating components are inspected by the Inspector General Staff. Such inspections were formerly part of the survey procedure of that staff. With the recent abolition of surveys as a duty assigned to the IG, the staff is now proposing to conduct inspections of components for the sole purpose of determining classification procedures.

b. In addition to this inspection, the records management system of the Agency is charged with reviewing all documents for proper classification practices when such documents are retired to the Records Center.

c. Thirdly, there is an ongoing, continuous program of review of Agency regulations and information notices which is conducted by the Special Assistant for

ICRC - misc.

Information Control. None of these activities calls for the full-time employment of any individuals. Approximately 43 persons devote part of their activities to such inspections. There is no schedule of inspections because it is part of a continuing program.

STATINTL

John S. Warner
Acting General Counsel

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cc:

OGC:RHL:cav

Orig - Addse

1 - OGC Subj: ICRC

1 - RHL Signer

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